

## Chapter One

### INTRODUCTION

Knowledge is the ingredient that propels development and success. It is the key to successful living and development of a nation. It is indispensable in any field of human endeavour as it determines its success or otherwise whether in formal education or in other informal ways. There are two basic types of knowledge. One either knows something or knows where to find it. For the one that knows, there is no need to seek for what has already been known. Although knowledge is not static and as such, there is always a need to keep pace with development in what is known. But for the one who does not know, there is a need to seek for knowledge.

Generally, there are two ways of seeking for knowledge. The first way is seeking for knowledge in a formal way. This simply means seeking for formal education. Formal education is the knowledge one acquires in classroom setting or in an environment close to the classroom situation. Informal education is said to be received through daily activities, practice and experience. However, the library is indispensable in both ways of seeking for knowledge. The library can be of assistance to those in schools or colleges by providing information already written by others. The library can also be of assistance to those who are not necessarily in school to answer some of their questions. In this situation, the library serves as an organ or the process of studying or acquiring knowledge.

### DEFINITION OF THE LIBRARY

Libraries play vital role in the world's system of education and information storage and retrieval. They make available through books, journals, films, recordings and other media, knowledge that has been accumulated through the ages. Large number of people in all walks of life (scholars, scientists, teachers, business executives, and government officials' e.t.c.) use library resources in their activities. Many people also turn to library to satisfy a desire for knowledge or to obtain materials for leisure. In addition, a large number of people enjoy film shows, lectures, book discussion, e.t.c that is provided by libraries. Further, library plays a vital role in preserving society's cultural heritage. In other words, the library is the citadel of learning or nerve centre of any academic institution. It is an important aspect in edu-

tional development of man at any level of his academic pursuit.

From the foregoing, a library (derived from the Latin word liber meaning books) is a collection of written, printed, or other graphic and visual materials including films, photographs, phonographs, tapes, records video cassette, disc, microforms and computer programmes (software) organized and maintained for reading, study and interpreted to meet broad and varying need of people for information, knowledge, recreation and aesthetic enjoyment.

It is important for the users to know that libraries have passed through a series of historical developmental processes. During these processes, various kinds of definitions have been given to the library with respect of its original aims. The main aim was the preservation of records (not original books) which were made up of the written history, culture, knowledge of humanity at various times. The libraries were depositories and warehouses of knowledge. Wealthy rulers and renowned scholars in the societies owned them. In modern times, the aims of libraries have changed, becoming more faceted and multifarious libraries are now agents of education, social, economic and political revolution and are accessible to all that require their services. This means that the library is now a place entrusted with the acquisition, organization, preservation, storage, retrieval and dissemination of information.

## **HISTORICAL DEVELOPMENT OF LIBRARIES**

The history of libraries as agencies of communication reveals a variety of roles that have shaped and reshaped them. They serve as archives, preserving church and state records. Later they become museums of bookish treasures; they also served as laboratories for scholars only. Before the medieval period, books and treasure were chained to desk and tables. Library users then were compelled to sit in library to read whatever text they required. Books then were not borrowed. Later, libraries became devoted to serving. Information requirements and reading materials were maintained and consulted. But today, the library is a place where information and study needs are satisfied. The users are not necessarily confined to the materials that are available in the library. This means libraries now seek for materials outside their confine to satisfy their users. This also means that staff are now specifically trained to cater for need of users whether the library materials required are in the library or not. And unlike in the past, modern methods are now being used in libraries to store, access

s, and disseminate information. Also, book form is no longer the only means of recording, storing and disseminating information. Today, library materials include fiches, discs educational tapes, films, CD-ROMs etc.

The development of libraries could be traced to the early civilization of Greece, Egypt, Rome and other. The civilizations of these countries formed the bedrock of modern libraries.

By 3200 B.C the Egyptians, hieroglyphic writings were used. Then symbols and monuments with inscriptions, which contained messages, were used. Scrolls have also been discovered in the tombs of some Egyptian rulers, which provided concrete evidence of writing at that time. In Tigris and Euphrates valleys, the Sumerians also developed their own types of writing, the cuneiforms, produced a substantial number of literature which were on clay tablets. The Babylonians, especially, Hammurabi, a very great ruler also made an immense contribution to writing and development of libraries. Further, the Phoenician who occupied parts of Israel, Syria and Lebanon also contributed to the development of libraries.

By the 15<sup>th</sup> century BC, the Greeks developed a form of writing, which was patterned after that of the Phoenicians. They used papyrus and parchments to produce several literatures. Private libraries, which existed in Greece, were later taken over by Romans as spoils of wars "Capture" Library collections and educated Greeks were taken as slaves to establish and organized private libraries in Rome. During the 39 BC a library was established by Aventine Hill. Octavian and Palatine were also established. Around 106 BC, Cicero established a library in his village and made remarkable contributions to the development of libraries. From 400 AD, many libraries were destroyed by wars and Natural disasters, especially volcanoes and earthquakes. Many years after, archaeologists discovered some works and manuscripts, which were buried in debris. At this time, the monks tried to preserve the Bible, poetry, drama, politics and works of great men. Monasteries also had libraries, which were used by the public.

Another group of people who made appreciable contribution to writing and development of libraries were the Chinese. Everything on which librarianship is based seems to have originated from China. Ink was said to have long invented in China before it was made in ancient Egypt. The art of printing from movable types was also known to be in practice in China

centuries before it was reinvented, in the west. In addition, the Chinese have had libraries for not less than 3,250 years. Their first "book" consisted of about 17,000 specimens of shells, bearing strange inscriptions and dating from about 1300BC. These were found in a pit in 1936 along with a single human skeleton believed to be the librarian of the Tortoise shell library.

The emergence of Universities also contributed remarkably to the development of libraries. These early Universities were in Bologna, Padua, Prague, Paris, Oxford and Cambridge. They contributed to the generation of knowledge through production and preservation of reading materials by their scholars.

The invention of printing machine by John Gutenberg around 1450 greatly contributed to the development of libraries too. Gutenberg's invention made it possible to produce copies of books in large quantities, making the laborious ways of book production in the past obsolete.

In 1800, the library of congress was established in Washington, DC the library serves as a reference collection to the members of congress. The building of the library was completed in 1897 with a capacity for over 3 million volumes of books.

Other interesting developments of libraries were Bibliothèque Nationale, the National library of France, which was established around 1367, the British Museum, which is the National Library of England, was established in 1759. In addition, the development of libraries in Nigeria began in Lagos in the late 1920s when the Lagos book club was formed. Eventually in 1932, the Lagos library was inaugurated. In 1943 British council library was opened, and the National Library of Nigeria was opened to the public in 1964.

## OBJECTIVES OF THE LIBRARY

The main objective of any library is to ensure that its user's needs are met within the shortest possible time. This means that, the usefulness of any library collection depends upon the ease and speed with which books and other library materials can be located and used when required. To this end, books are shelved according to some pre-determined classification and relation. The library also arranges its collection in such a way that they can be located.

ed as easily as possible. Usually, the library has a special place where information on its collection can be found. This is the catalogue. Libraries now use computers to produce and store the catalogue of their resources.

In addition, libraries provide sitting facilities for readers who want to take notes. Library staff are also readily available to help users make efficient use of the library; attend to users' problems and reshelf consulted books in their proper positions. There are other staff who work behind the scene that the readers may not see. These staff are mostly in the technical services where they arrange for library materials to be acquired and processed, classified and catalogued for use. Other staff attends to administrative and financial commitment of the library.

From all these services rendered, it can therefore be appreciated that libraries imagine user's needs and try as much as possible to satisfy these needs.

### PURPOSE OF THE LIBRARY

There are many types or categories of library users some users read to pursue a designed course. Others need the library to broaden or enlarge their knowledge and horizon, while others need information for trade and commerce. And yet others need the library for recreational purposes. From these various needs of the users, one can then say that the purpose of a library is to meet these varied needs of its users. For example, meeting the educational needs of students of Ashii Polytechnic Anyiin Logo Local Government, Benue State. The lecturers have taught some courses, which have been arranged in series of lectures, and each lecture takes about an hour and above. The purpose of Ashii Polytechnic library will be to accelerate the possibility of the students studying individually on their own most of the time in order to enrich what has been taught. In this regard, one of the main purposes of Ashii Polytechnic library is to meet the educational needs of its students and lecturers.

On the other hand, the library meets the recreational needs of its users by providing materials to occupy their leisure times or to while away the time. Another purpose of the library is to serve the needs of the business men who may require information on trade or com-

merce to promote their business. Yet other purpose the library is to meet the research needs of its users such as in any academic library. In general, therefore, the purpose of library is to meet the varying, specific, imagined or define needs of their users, that is to satisfy the information needs of its users.

## Chapter Two

### TYPES OF LIBRARIES

#### INTRODUCTION

Generally, libraries provide information services to their users. How this is achieved depends mainly on the purpose of such a library. In other words, the type of service a library offers to its clientele depends on the objectives for the establishment of such a library. This is the main reason why libraries are classified according to the types of services they render and the types of clientele they serve. In general term, libraries are categorized as Academic, Public, National, School, Special and Private Libraries. Let us, examine briefly each of these libraries in terms of their objective, services and clientele.

### **(1) Academic Libraries**

The Libraries in this category include libraries in institutions of higher learning such as the Universities, Polytechnics, Colleges of Education, and Colleges of Technology etc. These Libraries are mainly established for research, teaching and study purposes. They are meant to serve communities of their respective institutions. This is the main reason why these libraries try as much as possible to develop their holdings or collections in all areas or courses offered by their various institutions for instance, in the Universities, emphasis is placed on research teaching and studies. So, there is a lot of concentration on the acquisitions of materials that contain information like journals and other sources of current materials.

Services offered by academic libraries include lending, reference inter-library loans, short term loans collections and provision of materials on special areas. These specialized collection help researchers in areas other than those in the general collection.

Academic libraries are restricted to a greater extent to only students, staff and the members of the academic community. This means evidences of being a student or a staff is required before registration and permission to use the library is granted. In most academic libraries, users must be registered with the library before taking any material out on loan.

## **ORGANIZATION OF THE ACADEMIC LIBRARY**

An ideal academic library can be divided into the following departments for administration purpose. The division of a library into units varies from one library to another and may depend on a number of variables such as the size of the library and its users; the general pattern is as follows:

### **(a) Administration Department**

*This department is usually the university Librarian's office or the polytechnic Librarian's, t*

*he college Librarian's office as the case may be is where all the administrative matters in the library in conjunction with other departments are handled in cooperation with other top management staff when necessary.*

*The administration department prepares and administers budget, staff discipline, administering policies and regulation. The University, Polytechnic Librarian's or college Librarian as the case may be is the principal officer of the institution and a member of the Academic Board or the senate. He is responsible to the vice chancellor, Rector or Provost. He oversees to day-to-day running of the library with the assistance of other heads of units in the library.*

*(b) Technical Department*

*Both the collection development and cataloging and classification unit work here "behind the scene" workers in this section are said to be behind the scene because they have rare contacts with users. This department handles services in the library that are technical in nature. The department is made up of acquisition/collection development section which is responsible for the procurement and processing of books. Also in this department is the cataloging section which takes care of cataloging and classification of books.*

*Bindery activities also take place in the technical department. This is where damage or mutilated books are bound or repaired.*

*(c) Serial/Periodical Department*

*This refers to journals, magazines. Newspapers, annuals, monograph, research reports and proceedings. A serial is a publication issued in successive parts and intended to be continued indefinitely. It is a periodical publication appearing at regular or irregular intervals, some on daily, weekly, monthly, quarterly or yearly basis. It is more current than a book.*

*(d) Readers service Department*

*This department ensures that all books and other information source that have been fully processed are displayed for consultation by library clientele. This department provides services directly to the readers.*

*It is the department that fully interacts with readers' in terms of providing information to any other department in the library. It also handles photocopying at moderate charges. The department is also made up of the reserve book Section, circulation section reference section, and the audio-visual sections*

(i) *Reserve Book Section*

Reservation of library materials is very common in academic and school libraries. There are some documents that may be reserved for use only in the library because clientele heavily use them or they are high risk books that could be stolen or mutilated if they are kept on the shelves. Such books are placed on reserve in order to ensure that the readers who need those books have equal access to them. Books placed on reserve at the discretion of the librarian are books on high demand but with limited number of copies.

(ii) *Circulation Unit:*

*Some activities that take place in circulation unit include;*

- *Registration: This is the process through which readers become recognized and acceptable members of the library. It is done by filling forms and issuance of borrowers tickets with which members can obtain books for specific period and identity cards.*
- *Charging of Books: Keeping records of books on loan.*
- *Discharging Books: Receiving from readers, books that were loaned to them but which are returned.*
- *Overdue Book: A borrowed Library book, which has been retained by users longer than the time allowed.*
- *Overdue Notice: This is the process of issuing a notice to a reader asking him to return books he borrowed but kept longer than the period allowed.*
- *Date-Due-Slip: This is a slip in a book, which indicates when a book is due for return.*
- *Recall Notice: It is a notice sent to a reader requesting for the return of a book loaned to him but which is needed in the library.*
- *Preparation of clearance for staff and student.*
- *The unit also maintains the bookshelves and properly shelves and shelve-read boo*

ks. This allows for the proper arrangement of books in their logical position on shelves in the library.

(iii) *Reference Section*

*A reference unit consists of a core collection of quick materials as well as other general information sources equally deemed to be important for user's consultation. Reference tools on the other hand consist of a collection of bound information used for definite piece of information arranged in some definite order usually alphabetically, chronologically etc. Their arrangement facilitates its easy retrieval thereby saving the time of readers.*

*The quick reference materials which form the nucleus of these types of library include dictionaries, indexes, abstracts, bibliographies, maps and atlases, gazetteer, Encyclopedia almanacs etc.*

(iv) *Audio-Visual Unit:*

*This is where the acquisition of non-print materials storage, arrangement, viewing, video coverage and photographic services are carried out.*

(e) *Research and Documentation Department:*

*This Department houses collection like all books that are reference in nature, duplicate copies of journals, government publications, (local and international bodies) thesis, dissertation, project work, conference/Seminar papers and publication of other institutions. It offers conducive reading environment for lecturers and researchers.*

(f) *Information and communication Technology Department:*

*The development and application of information technology has further facilitated our access to information on a global scale and has made the Universal Availability of Publications (UAP) a reality. One only needs to be logged onto the internet to search and obtain the needed information from any part of the world with a relatively short time. This section handles all cases relating to computerization, electronic messages and a variety of other electronic and Internet services in the library.*

(2) **SCHOOL LIBRARIES**

As the name implies, these are libraries in schools they include nursery, primary, secondary schools, teacher training colleges and technical schools. These are like academic libraries, but without any emphasis on research. This means, school libraries are established mainly for studies and learning. Also their book collections are mostly on the subjects taught in their respective schools. Unlike the academic libraries their clientele are mainly the students and teachers of those particular schools.

The services rendered by school libraries include reference services and lending. An important aspect of school libraries is that, time is usually allocated on the timetable for pupils and student to go to the library where the librarian and their teachers guide them in the use of the library. This practice helps pupils and students to get exposed to library services and also help to inculcate reading habits in them.

(2) **SPECIAL LIBRARIES**

*These referred to libraries established mainly to serve the staff of particular organizations that specialize in certain research and other endeavours. Libraries in this category are mostly established in the field of science, technology, social science e.t.c. For this reason, these libraries include those established in specialized research institutes, industries, factories, e.t.c. They therefore, provide mainly current materials, especially journals in their respective specialized fields to meet the information needs of their organization. In order words, special libraries provide information meant to assist towards the realization of the organizational objectives of their respective organization.*

*The use of special libraries is restricted. The users mostly come in to pick specific information; hence their emphasis is on Selective Dissimilation of Information (SDI) or current awareness services.*

(3) **PRIVATE LIBRARIES**

*These refer to libraries that are established, by individuals for their private use. Some of these libraries are in particular area of interest of their owners, while others are on several or general discipline.*

*Libraries in this category are not common because of their patrons. They are more restricted than any other types of library. Therefore, the regulations guiding their use depend solely on their owners.*

**(4) NATIONAL LIBRARIES**

This is a statutory government establishment, responsible for collection and preserving the printed output of a country. National Libraries are maintained by Federal Government bodies, academic institutions and the entire citizens of the nations. National Library builds its collection from books and other materials submitted by publishers in the process of registering their copyright. This is also called the Legal Deposit Right (LDR) of the library. As the apex library, National Libraries direct, controls and coordinates various activities of other libraries in the country. The principal function of a National Library is to serve as the depository of all copyright publications within a country. This facilitates the publication by the library by the National bibliography of a country on an annual basis. It is also expected that National Libraries should collect all foreign literature pertinent to the country. Publishers, authors, all government agencies and other corporate bodies in a country are by law mandated to deposit copies of all their publications with the National Library. The legal deposit law usually specifies the number of copies to be deposited with the National Library. For example, in Nigeria, twenty-five copies of all federal government publications, ten copies of state publications and three copies of all commercial publications must be deposited with National Library of Nigeria. As a precaution, to ensure that the national heritage is not lost in case of fire and other disasters, a back-up copy of all publications deposited at the National Library of Nigeria is always deposited with the University of Ibadan library. The National Library of Nigeria published annually National Bibliography of Nigeria (NBN).

**OBJECTIVES AND FUNCTIONS OF THE NATIONAL LIBRARIES**

- (a) Provide referral services*

- (b) *They control and coordinate the activities of other libraries*
- (c) *They compile national bibliography*
- (d) *Serve as the national information centre and national bibliographic centre*
- (e) *Serve as the recipient of all copyright publications within a country hence they are in charge of copyright law also assign International Standard Book Number (ISBN) and International Standard Series Number (ISSN).*
- (f) *To advise the federal government of its own country matters relating to library and librarianship.*

**(5) PUBLIC LIBRARIES**

*These are libraries that are established with the main aim of serving the general public— adults, children, handicapped, literate and non-literate, e.t.c for this reason, the public libraries; collections cover all areas of knowledge. In other words, their collections try as much as possible to satisfy information needs of every profession and infact all activities in the society where the library is established. It is because of their wide and comprehensive collections that they are often referred to as the "people" Universities.*

*Public libraries are involved in direct and behind-the-scene services. The behind-the-scene activities are those library operations that do not directly concern the users. Such services include cataloging and classification, acquisition or collection development e.t.c on the other hand; the services that directly concern the patrons include lending and reference services.*

*Like other types of libraries, in the public libraries, users must be registered before they are allowed to enjoy borrowing facilities. It should also be noted that each public library has its own regulations governing the borrowing and returning materials. However, like an academic library, reference materials are not to be borrowed, users are free to come in and use the materials during the specified hour of opening.*

*With regard to clientele every public library defines its general public. It is for this reason that each state, especially in Nigeria, has its own public library with branches opened in every local government headquarters (Divisional libraries) and their suburban areas to cover the whole state*

## **CHAPTER THREE**

### **SOURCES OF INFORMATION**

Sources of information are the various means by which information is recorded for use by an individual or an organization. It is a means by which a person is informed about something or knowledge is availed to someone, a group of people or an organization.

In order to harness and preserve information, it is packaged and stored in different formats. The format or medium on which information is packaged represents its source. Information source therefore, can be defined as physical objects or platforms on which information is recorded for easy preservation, management, dissemination and utilization.

Basically there are three main sources of information:

- a. Primary sources
- b. Secondary sources
- c. Tertiary sources

#### **PRIMARY SOURCES**

Primary sources are the first published records of original ideas, research and development. They could be the description, the interpretation of an old idea or that of a new one. The primary sources of information largely consist of unfiltered original ideas. They constitute the latest available information on a topic, idea or theme. They are information made available almost at the point of the generation of idea. They are the most up-to-date, most recent development about an idea or theme.

Uses of primary sources

- i. They help to keep up to date with new developments. They are the sources of new additions and subtractions on development in a field.
- ii. They create awareness of developments and research efforts as well as reduce duplication in research.
- iii. They are the sources for the identification of original idea.
- iv. They provide materials on which further efforts and further development can be built.

#### Forms of Primary sources

- i Periodicals: These are works that appear regularly, are published continuously and are numbered sequentially. The definition includes journals, bulletins, transactions, and proceedings. Normally excluded are newspapers and annuals. Periodicals constitute the main means of communication used in the dissemination and exchange of ideas and scientific information. They are usually up-to-date. They are usually devoted to reporting original ideas.
- ii Research monographs: These are reports of original research that are published separately for reasons of their either being too long or too specialized to be published in an issue of a standard journal. Such monographs provide background information on existing theory or practice as well as the original work or idea that is meant to convey. Their circulation is often controlled.
- iii Research reports: These are reports of research and development projects. Often they are in the form of progress reports. They often contain valuable information of primary nature. However, like research monographs, they are not made available through the normal book trade channel.
- iv Patents: A patent is a publication issued by government Department, which control the details of the designs and processes of the production of product. It is the specification that concerns the design and process of manufacture, of a product which is protected by a government grant and which is secured for the exclusive profit of the designer or inventors for a limited number of years. The product must be new usually with no published description of the idea prior to this. It is a grant of exclusive privilege, or sale of an invention. It is of gr

eat importance in science particularly to engineers and chemists.

v Standards: A standard is a document that contains information on the definition, methods, properties, and measurements in the production of a commodity.

It is a report produced by a committee of representatives of professional and trade organizations under the guide of a government agency. Its main aim is to ensure the provision and maintenance of high quality, and to ensure reliability to consumers.

vi Trade Literature: Trade literature contains information on the description of goods and services of a manufacturer. The basic objective is to sell or to project image. They are issued in a variety of forms as technical bulletins, price lists, data sheets etc. The primary problem with trade literature is the bias, having been produced by somebody with something to sell. It is also not available through the normal channels.

vii Dissertations: Often referred to as thesis, these are the written original research under a guide usually for the purpose of earning a (doctoral) degree. Some of the important aspects of the work are to get published in journals or other traditional form of literature. Some important original work may never get published.

viii Unpublished sources: These include the following: letters, diaries, memoranda, company files, tombstone inscriptions, oral history, internal research reports and correspondences. A lot of original ideas are derived from these sources even though they are never formally published. They allow insight into the thoughts, achievements and style of individuals or corporate bodies.

## **SECONDARY SOURCES**

Secondary sources of information are those sources that contain information relating to primary or original information.

They are sources, which contain information compiled from primary sources. These are sources that contain information on original ideas in a modified, selected or recognized manner. They are better organized than primary sources since normally they are arranged according to definite plan.

Secondary sources are very useful. They act as bibliographic keys to primary information. They are more widely circulated. They are however, not up-to-date as primary sources of information.

Secondary sources of information include:

- i. Periodicals: Not all periodicals report original work. Many periodicals contain summaries of findings or reports of research undertaken by other people. Since such report no longer constitute original ideas, they become secondary sources of information.
- ii. Bibliographies: are organized list of primary or secondary sources relating to given subject or person. A bibliography can be comprehensive or selective, annotated or unannotated. Annotated is the one that is accompanied by a brief introduction while the unannotated is never accompanied by an introduction.
- iii. Indexes: Indexes are alphabetical listing of names, topics, places, formulae, titles or any significant item referring to material presenting the main part of work. An index is more of a key to the content of work.
- iv. Indexing periodicals: An indexing periodical is a regularly published compilation of titles of already published primary source (and some secondary source) materials. Indexing periodicals satisfy the combined criteria of index as a bibliographical key to published literature, or as a listing of available titles and that of a periodical as a publication that appears regularly, numbered sequentially and is published continuously.

Examples:

- a. Library Literature
- b. Bibliography of Agriculture
- c. Index Medicus
- d. Education Index
- v. Abstracting periodicals: These are regularly published compilations listing titles of available literature accompanied by concise summaries of significant features of each title. These satisfy combined criteria of an abstract and those of periodical.

An abstracting periodical provides a bias for a researcher to have an idea of the contents of an article even without seeing it. Abstracts can be used in place of the original work where it cannot be obtained.

Examples:

- a. Library and Information Science Abstracts (LISA).
- b. Biological Abstracts
- c. Chemical Abstract

vi. Reviews: These are the written surveys of literature available on a subject. It aims at highlighting the trend and development of a given subject and provides background information for new areas.

Examples:

- a. Annual Review of Information Science and Technology
- b. Annual Review of Biochemistry

vii. Treatises: A treatise is a comprehensive compilation of information on a subject. It is the summary of basic information on a subject that can be used to carry out research. It generally contains enough facts to enable a person possess basic knowledge on a given subject.

viii. Encyclopedias: An Encyclopedia is a compilation of information on all branches of knowledge or a specific subject. It provides information either on all aspects of knowledge (general encyclopedia) or basic general information of all aspect of a special subject (subject encyclopedias).

Examples:

- a. Encyclopedia Britannica.
- b. Encyclopedia Americana. New York, Grolier 1976 30.
- c. International Encyclopedia of social sciences. New York, Colliers and Macmillan, 17 volumes.

ix. Dictionaries: Books on words of a language or words on some special subjects or authors. It is used to find out information about works usually arranged according to some defi

nite order (usually alphabetically).

Examples:

- a. The new Webster's' dictionary of the English Language international edition – New York: Lexicon International, 1994
- b. The Oxford English Dictionary of current English
- x. Textbook: A textbook is a publication produced to aid instruction in formal school setting. Its content is normally narrowed to a specific subject and it is prepared to serve a particular level of scholarship. There are textbooks for each of nursery, primary, secondary and tertiary stages of education.
- xi. Handbook: A compilation of miscellaneous information on a subject given details like procedure, data principles etc usually less comprehensive.
- xii. Manuals: They are books of guides or books of instructions. They give guidelines on specific topics or aspects e.g. a cataloguing manual.

### **TERTIARY SOURCES:**

Tertiary sources of information contain information collected from primary and secondary sources. Tertiary sources serve the useful purposes of guiding a user to available materials of primary and secondary sources. Tertiary sources have grown in response to increase in the volume of primary and secondary sources of information. They are guides or keys to primary and secondary sources. They organize and draw attention to primary and secondary source materials. The basic responsibility of tertiary sources is to assist searcher of information in the location and use of primary and secondary sources. Some examples of tertiary sources of information are explained below:

- i. Bibliography of Bibliographies: A 'bibliography of bibliographies' is a publication that lists other bibliographies. It can therefore be truly called a mega-bibliography. This type of bibliography directs readers to useful bibliographies through su

bject, name, place, institution, etc. The bibliographies listed in this publication may be in the form of a separate-published book or part of the book. It can also list part of a periodical publication or others type of documents. Bibliographies of bibliographies are very selective in nature. This is because, not all the several bibliographies published within a period, subject or geographical area can be accommodated. This explanation shows that bibliography of bibliographies is, unarguably, a tertiary source considering that it contains (i.e. list of separate published bibliographies) and distilled from secondary. It is therefore, a key or guide to such information listed in it. An example of this source of information is cumulative bibliography of bibliographies published since 1937 by Wilson press based in New York, United State of America.

- ii. Directories: A directory can be defined as a publication containing names and addresses of person, organizations, manufactures, school, churches, etc. a typical example of this is telephone directory. There are specialized directories that list certain periodicals. It should be noted that although sometimes, the word "directory" may not appear on the title, this does not take away its correct meaning or purpose. The range of information provided by directories is enormous as it cut across different subjects/topics, period and geographical areas. Directories belong to the tertiary sources of information because; the contents are extracted from various secondary sources. Directories are special materials that serve the requirement of its users as they enable them to readily get needed original or primary information. Example of directory is a world of learning which is published annually since 1947 by London-based Europa Press. It lists the names, addresses and subject coverage of educational institutions.
- iii. Guide to the Literature: A guide-to-literature is another tertiary source of information. It is a publication designed to assist users locate and utilize the literature of specific discipline. This type of material therefore, introduces the reader or researcher to publications in a particular subject or discipline. Its coverage depends, largely, on the secondary sources. An example of this type of information source is Guide to Historical Literature by American History Association. It was published in 1961 by the Macmillan Press, New York, USA. Other information carriers tha

t belong to tertiary sources are:

- Almanac
- Chronologies
- Fact books
- Guide books
- Manual

It is also pertinent to point out that certain tertiary sources can conveniently be grouped among secondary sources. This however, depends on the context and purpose of use. Example of tertiary sources that share the features of secondary sources are: dictionaries, encyclopedias, bibliographies, yearbooks, handbooks, textbooks, indexing/abstracting journals.

## CHAPTER FOUR

### REFERENCE TOOLS

These are information materials meant to be consulted for some definite information rather than for general knowledge.

er than for consecutive reading. They contain information and facts usually brought together by experts and specialists from a vast variety of resources and are arranged for convenient and rapid use. Reference tools are books and other library materials may not be borrowed for use out of the library.

Reference materials are only to be consulted within the library. Users could photocopy relevant page(s) needed in course of doing research. This is done within the limitations of the copyright law. They provide ready and factual answers to questions or queries as to who, where, when? etc.

The solutions or answer to queries are very authoritative and dependable. To maintain currency, reference materials are usually updated by annuals and supplements.

### **Types of Reference Tools**

Basically, reference materials can be categorized into two areas:

a) Those that direct researchers to the exact sources of information but do not contain the information needed by them. They serve as guides or sign posts to the sources of information. These include:

- i. Indexes – Author and Subject
- ii. Abstracts – Indicative and Informative
- iii. Bibliographies – Subject and National

b) Those that provide researchers with the actual information needed for their study and research. These include: Dictionaries, encyclopedias, yearbooks, handbooks, almanacs, calendars, directories, biographies, autobiographies, gazettes, government publications and many others.

### Description of Reference Tools

#### **Indexes**

These are alphabetic arrangements of ideas, concepts, and names of persons, topics, and institutions etc., usually provided at the end of books. They indicate the exact location of the ideas, etc in the books or documents. They are guides to all documents relevant to a particular subject or discipline. The various aspects of the subject are given and all documents on a particular aspect of that subject are listed together regardless of the form of the items. These could be books, journal articles, conference proceedings, reports etc.

An index can be arranged alphabetically with full bibliographic information, such as the author, title, publication details, pagination, etc.

### Uses

- Indexes help to locate concepts, names etc., used in the book by an author.
- They also help to identify systematically, articles that are written in a particular subject area or journal.
- Indexes direct users/researchers to exact page(s) an idea can be got.
- They also help the acquisition librarian know what is available on a given subject and country for purchase.
- Indexes, help researchers know what has been published in a given subject area, period and by a given author.
- In a nutshell indexes serve as bridges to the sources of information.

### Abstracts

An abstract is a brief summary of the essence of the subject matter treated in a book or document and published and unpublished works by an author(s). The abstract enables the researcher knows the nature of the literature available on a given subject. He can then decide on whether or not to read the textbook or document. They are similar to indexes, as they generally perform the same functions except that in addition to listing bibliographic details of each item, they also give a summary of each item listed. Examples of abstract are:

Library and Information Science Abstracts. London: Library Association, 1969-

## Uses

- Abstract gives researchers' information about the subject, and save the time of the researchers.
- It provides basis for researcher to have a foreknowledge of previous researches on a subject matter. By this function, abstract, helps to avoid past errors as could be contained in the previous works.
- Abstract, by its characteristics manner, helps to indicate the result of an investigation or study. By this, it performs evaluative function as it helps to take a decision on a particular document.
- Abstract helps to keep researchers up-to-date with information in the area of interest.
- It helps in the verification of reviews.
- Abstract helps to facilitate the selection of books/documents by the acquisition librarian before purchase are made.
- Abstract help to overcome language barriers, e.g. French and English language.
- It particularly helps to bring together information materials in the same subject area; otherwise scattered in journals and other research documents.
- Productively abstract assists in solving the problem of current awareness service for specialized researchers.

## Bibliographies

A bibliography is a systematic list of documents or books in a particular region, country or subject by an author printer or organization for the convenient use of those involved in researches. Bibliography is often found at the beginning, end of a chapter, or at the end of a book. It also constitutes the literature of a subject that researchers can consult for information

on. At times bibliography could be full text, like the subject or National Bibliography of Nigeria.

The main purpose is to enable a reader or researchers know what is available in a particular period, country and subject area. In a sense, a bibliography is synonymous with indexes, abstracts and guides.

A bibliography can be mere listing of books and documents. It can also be annotative (evaluative). By this, a bibliography can have abstracts or summaries. This enables the researcher know whether there is the need to see the original document or not. Bibliography can be taken as the original documents if the summaries meet the information needs of the researchers.

Examples of bibliographies include:

National Bibliography of Nigeria (NBN), Abuja, compiled by the National Library of Nigeria, since 1973 – date.

British National Bibliography.

Aguolu, C. C, Nigerian Civil War, 1967-1970: An annotated Bibliography, Boston: G. K. Hall. 1973.

Ita, N. O. Bibliography of Nigeria: A Survey of Anthropological and Linguistic writings from the Earliest time to 1970. London: Frank Eass, 1971.

### Dictionaries

A dictionary is a simple alphabetical list of words of language, subjects or terms. This consists of their meanings, spellings, pronunciation usage and history (etymology). Basically, a dictionary assists meaning, spellings and usage of words. It also provides comprehensive meaning in other languages i.e. French/English, Hausa/English, etc.

Dictionaries have become very many because of the growth and development in area of language, science and technology as well as humanities. To adequately provide for the information demand of both the readers and researchers, libraries and other research agencies have to carefully select, acquire and organize the various dictionaries for meaningful resea

There are general dictionaries and specialized dictionaries. The general dictionaries cover all aspects of words in all fields of knowledge, while specialized dictionaries deal with certain aspect of words such as slangs, synonyms, antonyms, abbreviations and acronyms. Examples of general dictionaries include:

Webster's New Third International Dictionary. Springfield, MA: G & C Merriam-Webster, 2002.

Random House Dictionary of English Language. New-York: Random House, 1996.

Examples of specialized dictionaries include:

Collins Roget's International Thesaurus. Glasgow: Harper Collins, 1996.

Dictionary of American Slangs. 3<sup>rd</sup> Edition. New York: Harper Collins, 1985, 617p.

Another category of dictionaries is referred to as subject dictionaries. These are dictionaries that are devoted to specialized subject field or professions, e.g.

Chambers Dictionary of Science and Technology. Edinburgh: Chambers, 1999.

#### Uses

- Dictionaries trace the history (etymology) of words. They also give the spellings, meanings and pronunciation as well as the usage of words.
- Dictionaries give the definitions and abbreviations of words.
- They have usage notes, which give guidance on correct style and grammar which provide answers to contentious issues.
- Dictionaries also consist of hundreds of synonymous essays, which help to distinguish words of similar meanings.
- Some dictionaries contain the translations of Christian names. This has helped Christians in selecting names for their wards and children.

- Most dictionaries have indexes, hence very easy to use by the researchers.
- Generally, dictionaries are alphabetically arranged, to facilitate usage by researchers.

## Encyclopedias

An encyclopedia is a complete knowledge or education. It is a volume work which contains information in all subjects and in every human endeavor. The contents of every encyclopedia are authoritative as they are researched and written by specialists and experts in specialized area of knowledge.

The encyclopedia treats the etymology (history) and definition of terms, concepts and subjects in all human developments. The compilation of encyclopedia is very simple. To ease the use of encyclopedia by both the layman and experts, it is alphabetically arranged with index to facilitate the location of information needed by the users.

To maintain currency and authoritativeness, encyclopedias are updated through supplements: yearbooks and annuals. An encyclopedia could be general, e.g. Encyclopedia Britannica, or a subject encyclopedia, e.g. Encyclopedia of the social science. In the former, the encyclopedia covers all kinds of topic, while in the latter, it is restricted to a specific subject.

Common examples of General Encyclopedias include:

- (a) Encyclopedia Americana (30 volumes);
- (b) Encyclopedia Britannica (30 volumes);
- (c) Chambers Encyclopedias.

Examples of Specialized or subject Encyclopedias include:

- i. McGraw Hill Encyclopedia of Science and Technology, (15 volumes), including an index.
- ii. International encyclopedia of Social Science. (15 volumes), including an index.

- iii. Encyclopedia of food Technology. (8 volumes) including an index.
- iv. The Encyclopedia of Education. (10 volumes).
- v. Hasting James Encyclopedia of Religion and Ethics, (25 volumes), including index.

#### Uses

- Encyclopedias provide authoritative information in all subject areas.
- They also provide researchers with solutions to general, ready specified and research question.
- Encyclopedias are cost-intensive in their acquisitions hence individuals and organizations try within their limited resources to acquire, organize and preserve them for and reference work.

### Yearbooks

A yearbook is an annual compilation of information, data and statistics in the country. A yearbook tries to recall the year's activities by country, subject or specialized areas.

Examples of yearbook are:

Nigeria Yearbook and

Encyclopedia Yearbook.

#### Uses

- The yearbook is used to update the encyclopedia. It also tries to bring current information limited in a year.
- A yearbook is very handy; hence easily carried and used by individuals interested in topical issues about their countries, subjects and international communities.

### Handbook

The term handbook derived from a Latin Word Handbook i.e. that which can be used comfortable in the hand. Handbook is a miscellaneous group of facts centered on a particular subject.

Examples of Handbooks include:

- i. Teachers' Handbook
- ii. Accountants' Handbook
- iii. Public Administrations' Handbook
- iv. Engineers' Handbook

Uses

- Handbook as a reference source of information provides information for researchers in their areas of interest.
- It also provides quick and ready answer to reference questions. Information provided by
- handbook is often statistical with very concise explanations.

## **Directories**

A directory consists of names and addresses of persons, businesses, professions, institutions and organizations, trades and countries.

It is systematically arranged, giving precise descriptions and locations of individuals, institutions and organizations. The telephones, e-mails and fax numbers of organizations are available in a directory where such organizations have been indicated.

Examples are:

- i. The telephone Directory
- ii. The NIPOST Directory

iii. The World Learning – a directory of universities, colleges, learned societies, libraries, research institutes of many countries and so on.

#### Uses

- Directories give the positions of individuals in organizations, business concern as well as their functions to researchers.
- It is a valuable location tool for travelers in getting their information about individuals, organizations and countries.

### **Almanacs**

An almanac shows at a glance history, data, events and pictures of prominent individuals in a given organization. This could be at local, state, national and international levels. Almanac like a calendar, gives data and dates of the year.

Good examples of almanacs include:

- i. Almanac of the Federal Executive
- ii. Almanac of the Past and Present Heroes in Nigeria
- iii. Whitaker Almanac

#### Uses

- Almanac gives brief information about prominent individuals who have contributed tremendously to the growth and development of societies.
- Some almanacs, give useful historical information about people, events and places. It also gives meteorological and astronomical data and information to researchers.

### **Calendar**

A calendar is a representation of data, events and dates of any given year. It clearly indicates the various months and weeks, days and dates of the year. It enables people to keep track of events in a given period, usually a year. A calendar also contains pictures of individu

als, events and adverts of business ventures. Others contain symbolic pictures- the Zuma Rock, Abuja.

#### Uses

- Calendar apart from giving the dates of the year and the picture of events, they also show the achievements of some notable individuals and organizations.
- They are very useful for keeping dates of the events.

#### Biographies

A biography is a detailed account of individual life researched and written by other person (s). It gives information on individuals in the areas of names, date and place of birth, address, educational background, interest, achievements, membership of organization, titles and so on. Usually, the portrait of the individual whose biography is written is shown for easy identification.

Examples are:

- i. Newswatch who is who in Nigeria, 2<sup>nd</sup> edition. Lagos: Newswatch Books Ltd, 2001.
- ii. International who is who. London: Europa Publications, 1935-
- iii. Dictionary of America Biography. New York: Charles Scrbner's & Sons, 1928-
- vi. Africa Who's who. London: Africa BookS Ltd, 1996.

#### Uses

- Biography is a good and authoritative information sources on individuals and who have contributed immensely to the communities.

#### Autobiography

Autobiography is an account of an individual written by himself. The account consists of the names, date and place of birth, address, education and career profile, hobbies and membership of associations, titles and contributions to humanities.

Examples include:

- My life -Late Obafemi Awolowo
- My Odyssey -Late Nnamdi Azikiwe
- Ake -Wole Soyinka
- My life -Bill Clinton

Uses

- Autobiography is a dependable source of information on an individual.
- It is also source of inspiration to individuals in their human endeavours.

### **Gazetteers**

A gazetteer is used to provide information on the exact location of places. It also gives brief history of places thus, located. A gazetteer is just like a map extensively used for the location of places and descriptions of such places and their longitudinal and altitudinal positions. Aptly it can be described as a directory of places, towns, rivers, mountains and so on.

Uses

- A gazetteer is an information tool extensively used by geographers and town planners in locating the names of places.
- It is also used in providing factual answers on population, rainfall and other geographical questions. Geographers have found gazetteers very useful in their dealings.

### **Atlas**

An atlas is a collection of maps and plates, which provides geographical information about places. Some atlas gives vegetation, climatic, mineral resources, agricultural and industrial descriptions of countries.

### **Concordance**

Concordance is a reference material containing harmonious citations of parallel passages in a book especially in the Bible. It is a book containing alphabetical arrangements of the principles words in a book (Bible), with citations of the passage in which they occur.

### **Evaluation of Reference Materials**

To establish the suitability of any Reference Material for a meaningful study or research work, the information material should be evaluated using the following criteria:

#### **Purpose**

The suitability of any reference material depends reasonably on its intended purpose. That is, what the material is meant for. This is often stated in a clear language in the preliminary page(s) of the work. The purpose of any reference material should not be ambiguous as it is intended to give a clear mental picture of what the document is and to achieve.

#### **Price**

A reference material should be evaluated based on its price. To be affordable a reference material must be readily available for acquisition in the market. Because of its usefulness in research work, a reference material should be relatively cheap so that information centers and libraries can afford to acquire it for information dissemination to readers and those involved in intensive research work.

#### **Authority**

In evaluating a reference source, the authoritativeness of the work is very crucial. By this, the material should be evaluated vis-à-vis the background of the authority or the contributors to the work. Apart from being reputable to experts and professionals in their fields where they have authored or contributed, they must be nationally and internationally recognized.

The authoritativeness of an information material can be evaluated based on the publishers of the work. The reputation of a publisher gives a lot of credibility to reference materials.

At the national level, works published by University of Ibadan Press, Spectrum Books Limited are quite authoritative. But at the international scene, published works by McGraw Hill B

ooks, Wilson, H. W., and Longman are quite reputable and authoritative.

### **Scope**

A reference material can also be evaluated if its scope or coverage is very comprehensive and well defined. The scope of a reference material should not be too complex and confusing. It should be able locate new information that is available in its areas of coverage to maintain currency. This is very crucial in the evaluation of reference sources.

### **Arrangement**

Arrangement of information and other relevant facts contained in a document assist in the evaluation. A well arranged reference material should enable the researcher gain access to the information they may need for study and research. A simple alphabetical arrangement of facts coupled with an index assist in easy location and retrieval of information in a reference material.

### **Treatment**

Simply put, treatment has to do with the care with which a document is written. It also refers to comprehensiveness and reliability of facts contained in the work. Facts, figures and illustrations contained in reference materials should be articulately referenced and bibliographical details given. This will enable researchers make a productive use of the material.

### **Presentation and Mode of Communication**

The content of the reference material should be presented and communicated in a very simple language so that; it can be easily comprehended by its potential users. The presentation and the mode of communicating the contents of a reference work should also take cognizance of the maturational levels of its envisaged audience. In essence, information should not be ambiguous and misleading to the target audience. All illustrations, charts, tables and figures should help to enhance the communication and the understanding of ideas in reference materials.

### **Currency**

A good reference material should be very current. It should be possible to incorporate new developments in the specified area of coverage. Like the encyclopedia, there should be provision for a periodic renewal, using supplements, annuals and yearbook. This is very important in the fields of social sciences, science and technology where currency is very important.

Like the arts, where the older, the better the information, the reference material should be standardized and written by renowned professionals and experts.

Reference materials should be readily available for selection, acquisition and utilization by libraries and information centers.

## Chapter Five

### BIBLIOGRAPHY AND BIBLIOGRAPHIC CITATION.

#### ***Definition and Meaning of Bibliography.***

*The term bibliography is derived from two Greek words "biblio" means book and "graphia" means writing or to write: Thus literally, bibliography means "book writing" as a discipline is traditionally the academic study of books.*

*In the library and information science parlance bibliography is a list of information sources e.g. Books, newspapers, magazines, journals, audio-visual e.t.c., in its narrow sense, a bibliography is defined as a list of books arranged according to some permanent principles. It is also defined as a systematic listing of human communication yet another definition of bibliography is the study of book and science of transmission of literary documents. Bibliography can be described as the art of describing literal content of a material i.e. its physical make up and its arrangement. It can also be described as a systematic guide to a record of leaning, research, culture and contribute in making these records promptly and fully accessible as it provides bibliographic records of each item listed in the bibliography. The bibliographic records include: author's name, title of the work, place of publication, the publisher and date of publication, e.t.c. The purpose of the bibliographic record is to provide information necessary to describe an item accurately for the purpose of distinguishing it from other items and to provide its location.*

*From the foregoing, bibliography can simply be defined as a list of books and other publication on a subject, author or nation, described and arranged in some systematic order. Bibliographies may be a book (reference book) and are also found as lists of publications in individual books, articles and entries in encyclopedias etc. Bibliographies are so useful because they are means to locate materials on a certain subject, author or geographical location.*

#### ***Branches of Bibliographies:***

*Carter and Barker (2004) described bibliography as a twofold scholarly discipline.*

*According to the authors bibliography is made up of two main branches viz:*

1. *Enumerative bibliographic.*
2. *Descriptive bibliographic*

### **Enumerative Bibliography**

Enumerative bibliographic is the organized listing of books. Bower (1971) refers to enumerative bibliography as a procedure that identifies books in "specific collections or libraries" in a specific discipline, by an author, publisher, or date of publication. It can also be called compilative, reference or systematic bibliography.

Examples of enumerative bibliography include:

1. *Universal bibliography: This is a bibliography that records other bibliographies; it can also be called bibliography of bibliographies. It includes everything published or issued all over the world regardless of subject and place of publication.*
2. *National bibliography: This is a bibliography that lists everything published (and possibly distributed in a given country). This type of bibliography records all the publications of a country, typically published by its National Library. Some countries however, include works published about the country and/or works by authors resident and /or born in and/ or ethnic nationals of the country. Examples, the National Bibliography of Nigeria (NBN) which classifies and catalogues all books which are published in Nigeria and by Nigerians and are deposited with the National Library of Nigeria, the British National Bibliography (BNB). This puts together all the books deposited at the British museum etc.*
3. *Trade bibliography: This type of bibliography compiled primarily to aid the book trade by supplying information as to what books are published or for sale, when, where and by whom they were published, and their price.*
4. *Subject bibliography: This is a bibliography that lists materials relating to a specific area.*
5. *Author bibliography: This is a bibliography that lists all publications by an author (s). It also includes personal letters memorandum which person might*

*keep and even diaries.*

### **Descriptive Bibliography**

Descriptive bibliography has to deal with the systematic description of books as physical objects. Bower refers to descriptive bibliography as the systematic description of book as a materials or physical artifact. He stated that analytical and critical bibliographies are all forms of descriptive bibliography. Bower sees analytical bibliography as the cornerstone of descriptive bibliography; it investigates the printing and all physical features of a book that yields evidence establishing books' history and transmission. Analytical bibliography examines the materials feature of a textual artifact such as type, ink, paper, imposition, format, impression, and state of a book to essentially recreate the conditions of all its production. According to Bower (1949) it is a preliminary phase of descriptive bibliography and provides the vocabulary, principles and techniques of analysis that descriptive bibliographers apply and on which they base their descriptive practice.

### **Functions of Bibliography.**

Bibliography performs the following functions.

1. *It helps to verify the existence of documents by telling us the kind of book or publication is in existence in a particular field of knowledge, geographical location and of a certain author.*
2. *It helps in the location and retrieval of books and other publications. This is possible as it gives bibliographic information i.e. Author's name, the title, the publisher, place of publication etc.*
3. *Bibliography serve as a tool for book selection or it aid in collection development policies.*
4. *Bibliography helps us to know the details of all published materials by identifying them physically.*
5. *Bibliography helps to prevent duplication of research work. It enables the researcher to know what has already been researched or written on his subject of interest.*

Bibliographic Control.

Bibliographic control can simply be defined as the ability to identify what is published in the universe of documentary and information resources, select, acquire, process, store and disseminate such resources to the user communities irrespective of their geographical location, profession, institution etc. Bibliographic control is the mastery over published and unpublished document in the universe of documentary and information resources. Bibliographic control is a weapon against information or literature explosion.

Bibliographic control in Nigeria is concerned with the control of all that is published in Nigeria. This is done by national bibliography based on legal deposit regulations and catalogued according to international standards. Access to national collections is through union list and library automation in Nigeria as related to bibliographic control. Therefore, **bibliographic control** is "complete access" to the published and unpublished information. It is a major determinant of information accessibility and utilization and a key factor to information search. (Angiating, Ataghe & Adung, 2005).

### **Objectives of Bibliographic Control.**

The objectives of bibliographic control in Nigeria as stated by Angiating, Ataghe & Adung (2005) are:

1. *To provide comprehensive sources of information and the location of the national book products.*
2. *To enable users to have access to published materials in one's immediate environment and in the world at large.*
3. *To keep researchers abreast of development in their field as such helps to avoid duplication of research as the users are able to know at a glance all that have been published on a particular subject field.*
4. *To bring to the attention of research administrators, technicians and professionals relevant information about literature in their professions. These people depend on bibliographic control to provide keys to available information.*
5. *To monitor the pace of literature output by keeping under watch to know the amount of literature published in the world over.*

## **Bibliographic Control Tools.**

Bibliographic control is achieved through bibliographies (i.e. Systematic and National). Systematic bibliographic identifies and describes the location of documents while national bibliography is the complete representation of a country's literary productions. Bibliographic control can also be achieved through legal deposits law. This is a law enacted by the government requiring publishers to submit a certain number of copies of their publication to designated agency. The purpose is to help in the production and computation of systematic bibliographies. If publishers abide by this law, it means all the items published in a country will be known.

Other bibliographic control tools include: databases, cataloguing, Abstracting and indexing.

## **Problems of Bibliographic Control.**

By bibliographic control we are essentially talking about the ways through which librarians and other information specialists, can be able to track down what is been published, so that users' information needs can be satisfied. It is a basic fact that there is information flow or explosion at the same time users are experiencing information famine the need to step out strategies to get rid of information to satisfy user's information needs is the pride of the librarian. A lot of efforts have been made to track down the flow of information over the years, these efforts have been hampered by a number of problems.

Some of the problems include:

1. *The information resources so published are scattered everywhere in various languages in different formats and in different parts of the world. It becomes difficult for Librarians to garner the scattered information resources into a manageable and as well understand various languages.*
2. *Censorship and restriction to access of information resources: Censorship has stopped users from the use of certain information resources, although copyright and intellectual freedom have interview but not so much is been achieved in this regard. Cen*

sorship could be by the people or government; it could also be by the people own believes (religion). Apart from censorship, some libraries and their resources are under lock and key. That is, the usage of such library and its resources is restricted. A good example is a special library in most special libraries restriction is heavily on strangers or non-specialists. Moreover, some documents are classified as special documents; example is governments own documents such as records of a court etc. all these can hinder the free flow of information resources as such making the bibliographic control of such resources impossible.

3. Another problem is the bad nature of the resources been published especially in the third world countries like Nigeria. Most of the resources published are not properly processed (edited) and are badly published. For instance, most of the information resources you find in the library have no clear title, the title itself may be misleading, some of the resources, (books) may not have bibliographies, index and International Standard Book Number (ISBN) that qualifies them as books. In such a situation where the information resources lack most of these indices a proper compilation of bibliographic using these resources becomes cumbersome.
4. Financial barrier on the part of the bibliographer also posed a problem. Since the bibliographer cannot do the job alone he needs to pay translators or interpreters, editors, typing and type sitting amongst others processes involved in the bibliographic control process. It should be noted that, all the services mentioned about are performed by different individuals who needs to be remunerated. Without adequate funds the bibliographer cannot do a good job and the free flow of information will not be possible.

### **Bibliographic Citation/References**

Bibliographic citation is a reference to a book, article, web page, or other published item. Citation is a reference to a published or unpublished source (not always the original source). More precisely, a citation is an abbreviated alphanumeric expression embedded in the body of an intellectual work that denotes an entry on the bibliographic references section of the work for the purpose of acknowledging the relevant

ce of works of others to the topic of discussion at the spot where the citation appears. Generally, the combination of both the in body citation and the bibliographic entry constitutes what is commonly thought of as citation (whereas bibliographic entries by themselves are not).

### **Purpose of Citation.**

Citation has several important purposes according to Wikipedia they include:

1. *To uphold intellectual honesty (or avoiding plagiarism).*
2. *To attribute prior or unoriginal work and ideals to the correct sources.*
3. *To allow the reader to determine independently whether the referenced material supports the author's argument in the claimed way.*
4. *To help the reader gauge the strength and validity of the material the author has used.*

### **Citation Systems.**

Broadly speaking there are two types of citation systems, they are:

1. *Vancouver system: This uses sequential number in the text, either bracketed or superscript or both. The numbers refer to either the footnotes (notes at the end of the page) or endnotes (notes on a page at the end of the paper) that provide source detail.*
2. *Parenthetical referencing: This is also known as Harvard referencing, it has full or partial, in-text citations enclosed in parentheses and embedded in the paragraph. It requires a list of the citation enclosed in complete bibliographical references, in an end section, sorted alphabetically by author. This section is often called references or bibliography or works cited or works consulted.*

### **Citation Styles.**

There are so many citation styles prominent among them are:

1. *The Chicago manual of style (CMOS) it is most widely used in history and economics as well as some social sciences.*
2. *Modern Language Association (MLA) Style is most often used in the arts and the humanities, particularly in English studies and other literary studies.*
3. *The Modern Humanities Research Association (MHRA) Style: is most widely used in the arts and humanities in the United Kingdom.*
4. *Bluebook: is a citation style used in American academic legal writing, and the blue book is used by many courts.*
5. *The American Chemical Society (ACS) Style: is often used in chemistry and some of the physical sciences.*
6. *The American Institute of Physics (AIP) Style: is often used in physics.*
7. *The American Mathematical Society (AMS) Style.*
8. *The American Sociological Association (ASA) Style: is one of the main styles used in sociological publications.*
9. *American Anthropological Association (AAA) Style is used in Anthropological publications.*
10. *American Psychological Association (APA) Style: is used in social sciences.*

This chapter concentrates on APA citation style because is the most widely used citation style in Nigeria

### **APA General Rules.**

*APA style is most commonly used to cite sources within the social sciences. This book, revised according to the 6<sup>th</sup> edition, second printing of the APA manual, offers examples for the general format of APA research papers-in-text citations endnotes/foot-notes, and reference page.*

### **APA Reference List**

1. *The reference should appear at the end of the paper or work. It provides the information necessary for a reader to locate and retrieve any source cited in the body of the paper or work. Each source cited in the paper must appear in reference list, likewise, each entry in the reference list, must be cited in the text. The only exceptions to this rule are personal communications and classical works; they are cited in the text only and not included in the reference list. Examples of classical works are religious text such as Bible, Koran etc and examples of personal communications are interviews and e-mails.*
2. *The references should begin on a new page separate from the text of the essay label this page "References" centered at the top of the page (do not bold, underline, or use quotation marks for the title)*
3. *All the references should be single spaced.*
4. *All lines after the first line of each entry in the reference list should be indented one half inch from the left margin. This is called hanging indentation. Example:*

*Adomi, E.E. (2008). Library and information services and policies. Binin city: Osasu printing press.*
5. *All entries should be alphabetized by the surname of the first author of each work or, if author is not available by title.*
6. *Alphabetize letter by letter "Nothing precedes something" Example: Terfa, B.J. comes before Terna, A.K.*
7. *After the author's surname use only initials Example: Akor, T.T., not Akor, Titus Terna.*
8. *For several works by some author cite them in your reference list by year of publication*

*chronologically from the earliest to the most recent. Example: Dike, V.W. (19 98) ----- Dike, V.W (2001) ----- Dike, V.W (2004).*

9. *Citation abbreviations of the APA 6<sup>th</sup> edition is as follow:*

<i>Edition:</i>	-	<i>Ed.</i>
<i>Revised edition:</i>	-	<i>Rev. Ed.</i>
<i>Second edition:</i>	-	<i>2<sup>nd</sup> Ed</i>
<i>Edition or Editor:</i>	-	<i>Ed or Eds.</i>
<i>Translator(s):</i>	-	<i>Tran (s).</i>
<i>No date:</i>	-	<i>n.d.</i>
<i>Page(s):</i>	-	<i>p. or pp.</i>
<i>Paragraph:</i>	-	<i>Para.</i>
<i>Volume(s):</i>	-	<i>Vol (s).</i>
<i>Number:</i>	-	<i>No.</i>
<i>Part</i>	-	<i>pt.</i>
<i>Technical Report:-</i>		<i>Tech. Rep.</i>
<i>Chapter:</i>	-	<i>Chap.</i>

10. *Italicize titles of longer works such as books, journals or websites.*

11. *Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays, magazine, web pages, essays or chapter in edited books.*

12. *In titles of books, articles, and web pages, capitalize only the first letter or the first word of the title and subtitle, the first word after a colon or a dash, and proper nouns, except for articles (a, an, the). Prepositions (against, between, in, of, to,) and conjuncti*

ons (and, but, for, nor, or, so, yet).

13. In journal titles, capitalize all major words.

14. Do not capitalize the first letter of the second word in a hyphenated compound word.

Authors Rules.

- ***Works with No Authors***

*If there is no author given, cite the name of the work or article.*

*Example:*

*Global worming (2006). San Diego: Green haven press.*

- ***Citing one Author***

*When citing authors use the surname followed by the first initial and middle initial (if given). Example:*

*Akem, J.A. (2008) Research and statistics for higher Education, (2<sup>nd</sup> Ed.) Makurdi: Destiny ventures.*

- ***Citing two Authors***

*When citing more than one author, separate the author with commas. The first author should have his /her surname and initials and ampersand (&) should be used before the last author. Do not use the word "and".*

*Example:*

*Busha, C.H. & Harter, S.P. (1980). Research methods in librarianship: Techniques and interpretations. New-York: Academic pres s.*

***Citing more than six Authors***

If there are more than six authors, cite the first six and write "e tal" Example:

Aker, T.A, Kuma, K.I Tor, B.A, Atime, P.A, Ujo, B.B, Orkaa, M. e tal. (2004). Introduction to computer studies. Makurdi: Aboki publisher.

#### ***Author as an organization (corporate body)***

Write the organization or Association as the author. Example:

Nigeria Library Association (2014) The importance of school libraries. Ibadan: Evi-coleman publications.

#### ***Edited works***

Write the name of the editor as the author. Example

Madu (Ed) (2004). Technology for information management and service: modern libraries and information centers in developing countries. Ibadan: Evi-coleman publications.

#### ***Web Rules***

APA recommends to only citing the home page Universal Resource Locator (URL) and the exact URL if the page is not properly indexed or easy to find from the home page for blog posts, user contributed content, and discussion forums, APA recommends including the exact URL.

Date Retrieved:

APA recommends including it, only if the source material may change over time. Also keep in mind that you can use "Available from" instead of "Retrieved from" when the URL leads to information on how to obtain the material rather than to the material itself.

#### ***DOI***

If an article has a digital object identifier (DOI) number, you need only the DOI num

ber, and no URL or retrieval date.

#### ***Citing an Article from an online Resource***

*Example:*

*Fried land, L. (2008, September 22). Top 10 natural and wildlife adventure travel trip Retrieved from <http://adventuretravel.about.com>.*

#### ***Citing an entire website with no Identifiable Electronic publication date***

*Example:*

*EasyBib. Com (n.d) Retrieved June 22, 2009, from <http://www.eaybib.com>.*

#### ***Citing an Article from an online News source***

*Example:*

*Dike V.N. (2012), June 8) The role of school libraries CNN Retrieved from <http://www.Cnn.Com>.*

#### ***Citing an Article from an online Newspaper***

*Tondo, R.I. (2013, may 9). Fulain killings in Benue. The sun newspaper. Retrieved from <http://www.Sunonline.Com>.*

*Note:*

*When citing online sources in APA, generally follow the same structure of its print equivalent, and then follow this information with the date of access and the URL.*

#### ***Citing an online journal***

*Example:*

*Oakley, R. (2004). How the mind hurt and heals the body. American psychologist 12(1), 25-47. Doi: 10.1037/0003-066X.*

***Citing an online book.***

*Example:*

*Eckel, B. (n.d.). Thinking in Java (3rd Ed.) Retrieved from <http://www.bruceeckel.com>.*

***Citing a video found on line***

*Example:*

*West, k. (2009). Amazing [online video]. Roc. Fella Records. Retrieved from <http://www.youtube.com/watch?v=at40QVNIXSW>.*

***Citing a painting viewed online***

*Example:*

*Picasso, P. (1921). There musicians [painting found in museum of modern Art, New York]. Retrieved from <http://www.art quotes.net>.*

***Citing in the body of the work.***

- *capitalize all major words in title of books and articles within the work (Rule 4.15, p. 101) Example:*

*In his book introduction to library and information science (2014), Tondo, defines library as “the place where library materials principally print and non-print are professionally organized for consultation.”*

*When quoting from print sources or online article, give the author year, and page number in parenthesis (Rule 6.03, pp. 170-171) Example"*

*Okoro (2001) defined software as "the computer programmes, procedures, and specialized utilities require for the computer to carry out some specific operations" (p. 150).*

- *If the quotation is over 40 words, you must start the quotation on a new line, indent the quotation about ½ an inch, and omit the quotation marks (Rule 6.03, p. 171).*
  - When paraphrasing from a source, or when referring to an idea contained in another work, you are encouraged to provide a page number (Rule 6.04 p.171). Many electronic sources do not provide page number. In this case use paragraph numbers preceded by the abbreviation Para' (6.05, pp171-172)*
- (Tondo, 2014, para.6).*

*If a source contains neither page nor paragraph numbers, cite the heading (shorten the heading if it is long) (Rule 6.05 pp.171-72).*

## **Chapter Six**

### **CATALOGUING AND CLASSIFICATION**

The business of the information profession of which librarianship is a part is to guarantee access to information resources. In carrying out this business, a lot of activities come into play. Some of these activities enhance access to information. To achieve this end some procedures and techniques have been developed in Librarianship through which recorded knowledge (information resources) could be easily available and accessible by potential library users. Information resources can only be accessible in the library when it is properly organized and the organization of information resources is one of the major pressing problems in librarianship today.

Cataloguing and classification organizes library and information materials for easy retrieval and accessibility by preparing the record of all materials in the library. The record describes and indexes the contents of the library and provides the key to the library collection.

#### **CATALOGUE**

Generally, catalogue is the systematic list of items of the same types. There are various forms of catalogue namely: library catalogue, union catalogue, National Union Catalogue and publisher's catalogue. This textbook will concentrate only on library catalogue.

#### **LIBRARY CATALOGUE**

The Library catalogue is the list of books and other library materials of a collection, a library or a group of libraries arranged according to some definite plan. The list records, describes and indexes the resource of the collection, library or group of libraries. According to Angiating, Atagher and Adung (2005) a library catalogue is an indispensable tool which facilitates the use of the library materials.

#### **FUNCTIONS OF THE LIBRARY CATALOGUE**

According to Dike (2010) the main functions of library catalogue are to enable a user to determine:

- (a) What books the library has by a certain author.
- (b) What books the library has on a particular subject.
- (c) Whether the library has a book of a particular title.
- (d) What edition of work a library has and other bibliography details of a book in stock?

## QUALITIES OF LIBRARY CATALOGUES

The following are qualities of the library catalogue of any format.

- (a) A catalogue should be flexible. Entries in a catalogue should be added and withdrawn as books are added to and withdrawn from the library.
- (b) A catalogue should be constructed so that all the entries can be quickly and easily found. It should lend itself to labelling.
- (c) A catalogue should be economically prepared and maintained. This involves weighing the cost of production and maintenance.
- (d) A catalogue should be compact it should not only take up less space but it should be easily removed for consultation.
- (e) A catalogue should be portable. It should be easily carried about.
- (f) A catalogue should be durable. It should withstand heavy use and stand the taste of time.

## PHYSICAL FORMS OF LIBRARY CATALOGUE

There are four main physical forms of library catalogue they are as follow;

### 1. BOOK CATALOGUE

Book catalogue can also be referred to as printed catalogue. This form of catalogue, entries are printed in page form and bound into a volume or volumes. This is the oldest form of catalogue and still in use, e.g. the library of congress National Union Catalogues, The British Museum Catalogue. Entries in this catalogue are arranged like a dictionary in which all the entries are arranged in alphabetical sequence.

Advantages over others

- (a) Entries are together and seen at a glance and can be quickly and easily located because of the simple alphabetical style of arrangement.

- (b) Does not take up much space as the card catalogue. It is therefore, compact.
- (c) It is easy to store and handle
- (d) It can be removed by users for detailed consultation provided no one is using the volume
- (e) Compilation of bibliographies is straight forward as pages of the book catalogue can be photocopied.

#### Disadvantages

- (a) It is not flexible. New entries cannot be accommodated immediately until a revision of the catalogue is done.
- (b) Once a volume is being consulted no other person can use it.
- (c) It is very expensive to prepare
- (d) Can easily wear and tear with frequent use
- (e) Can be misplaced on the shelf with other books and this can prevent its use.

## 2. CARD CATALOGUE

This form of catalogue is still the most common catalogue in use. In card catalogue, entries are prepared on a standard 5"x3" catalogue card and held in a catalogue cabinet. In the standard size cabinet in the market, each drawer holds about 1000 cards. Internal guiding is achieved by inserting guide cards which with tabs protrude above the catalogue entries. External guiding is by labelling the outside of each drawer consecutively so that the catalogue user can quickly find the required entries. Initial expenditure is required for the purchase of the cabinet, but thereafter, stationary costs are low. Card catalogues are equipped with rods, which locks the cards in place and prevent an unauthorized removal of the entries (Angiating, Atagher and Adung, 2005).

#### Advantages over others

- (a) Flexibility: Additions and withdrawals of entries can be made as desired.
- (b) Catalogue cards are relatively inexpensive and the card catalogue is easy to prepare
- (c) Many people can use it at the same time as long as they do not need the sa

*me drawer*

- (d) *The card stand wear and tear better than the pages of the book and sheaf catalogues.*
- (e) *Can be easily consulted if properly guided.*

Disadvantages

- (a) *Card catalogue is not compact. It employs the use of cabinet and takes up more space.*
- (b) *The trays cannot ordinarily be removed like other forms for intensive study.*
- (c) *When a user is consulting a drawer, he/she blocks other drawers and he/she may constantly disturbed by other users.*

### 3. SHEAF CATALOGUE

The sheaf catalogue contains entries that are prepared on long standardized slips of paper measuring 6"x4". The slips are light and are inserted in loose leaf binders. Each binder has a locking/releasing mechanism to allow the insertion of new entries when required, yet ensures that the slips remain securely in place when the catalogue is consulted. Sheaf catalogue is still in use in libraries.

Advantages over others

- a. *Flexibility: Entries can be added and withdrawn but not as easily as cards.*
- b. *It is inexpensive to prepare.*
- c. *It can be consulted away from the shelving place.*
- d. *It is compact and easy to store and handle.*
- e. *It is easy to find entries in them.*

Disadvantages

- (a) *Sheaves are light and do not stand wear and tear of use.*
- (b) *When a volume is being consulted other users can make use of it.*
- (c) *It can easily misplace amongst other library books.*
- (d) *Can injure the fingers when binders are pulled apart for addition and withdrawal of entries as well as time consuming.*

#### 4. COMPUTER CATALOGUE

Computer can act as a store of catalogue information from which magnetic tapes disk drives can be produced and these in turn can be processed into microfilm or microfiches. A computer catalogue can also give direct access to the stored catalogue information. If access is limited to certain specific times; the term "off-line" is used. "An online" system allows direct and immediate access through terminal (computer) to secure catalogue information, e.g. Online Public Access Catalogue (OPAC).

Advantages over other

- (a) *Flexibility: Additions and withdrawals of entries can be made as desired.*
- (b) *Many people can use it at the same time.*
- (c) *Can be easily consulted if properly guided.*
- (d) *A lot of entries can be recorded on just a small portion*
- (e) *Recorded information can be recalled as precisely as possible and faster.*

Disadvantages

- (a) *It is very expensive. The cost of installation and maintenance is very high.*
- (b) *It is not suitable in areas where there is no electricity supply.*
- (c) *Users without computer operation skills cannot access it.*

Other forms of catalogue

- a. ***Stripdex Catalogue:*** *In this form of catalogue entries are made on a narrow 1/6 strip of 8 long and held in a steel single or double sided panel. Several strips are usually used for an entry. Once used in ABU Library, it is not popular as a physical form of catalogue but usually employed as visual index to materials.*

Advantages

- a) *Flexibility: Additions and withdrawals can be made easily.*
- b) *A whole range of entries can be seen at once*
- c) *Photocopies of catalogue entries can be produced easily.*
- d) *Can be consulted by many people together*

## Disadvantages

- (a) Very expensive to prepare. Equipment and materials.
  - (b) Strips are painfully arranged and slow to file.
  - (c) Entries have to typed and cannot be produced by duplicated.
- b. **Horizontal card Fork:** In this form of catalogue there is entry card 8"×6" lie flat, each protecting about  $\frac{1}{4}$ " beyond the preceding card in shallow trays of about  $\frac{1}{2}$ " in deposit 18" in length or on flat paper boards or binders. To consult the card the appropriate tray must be pulled out or page of a binder opened and the overlapping entry cards raised to expose the required entry card. It is used for periodical recording.

## Advantages

- (a) Display of titles can be seen in range

## Disadvantages

- (a) Equipment and materials are expensive.
- (b) Filing of entry cards is slow and laborious
- (c) Consultation by more than one person is hardly possible.

## KINDS OF CATALOGUE

There are two main kinds of catalogues:

- (a) Dictionary catalogue
- (b) Classified catalogue

## DICTIONARY CATALOGUE

Dictionary catalogue is the one in which all the entries (main and added) are interfiled by entry word into one alphabetical sequence like the entries in a dictionary. This kind of catalogue is popular and widely used in American libraries.

Large libraries with a lot of entries using a dictionary catalogue modify it to a divided dictionary catalogue in order to ease the complexity of consultation created by a one file dictionary. What then is Divided Dictionary?

Divided Dictionary Catalogue: is a two catalogue namely: The Author/Title entry file and the subject entry file, each of which is arranged in alphabetical sequence. In this way, two parallel sequence of arrangement is created making the catalogue easier to consult (Dike, 2010)

Advantages of dictionary catalogue

- (a) *The arrangement is alphabetical and simple to use.*
- (b) *Only one file needs to be consulted as against three of the classified catalogue.*
- (c) *Subject entry headings are common used words and are easily accessed by most users.*
- (d) *The use of reference links scattered related subjects.*

Disadvantages.

- (a) *Related subject entry heading are scattered because of the difference in name e.g. wood, timber, plank.*
- (b) *A one file dictionary catalogue in a large library is unwieldy to manage and may create difficulty in filing and tracing of entries.*
- (c) *The collection of related subject linked by reference creates more work for the searcher.*

## **CLASSIFIED CATALOGUE**

According to Angiating, Atagher and Adung (2005) a classified catalogue is one in which the entries are arranged in a systematic order of subjects, The order usually being that of the scheme of classification used for the arrangement of books on the shelves in that library. As it is improbable that the library patrons' posses' knowledge of the layout of the scheme of classification adopted, it becomes necessary to provide for quick reference and direction, alphabetical indexes of authors, subject and titles showing the symbols or classification number under which a desired author/title and subject could be found.

Classified catalogue according to Dike (2010) is in three parts Viz:

- (i) *The classified File: This the major part of the catalogue, in which entries of the libr*

ary's holding are arranged in the order of the classification numbers. The use of the classified file is incomplete without the two below:

- (ii) *Author/Title File: This is an approach to the collection of a library by author/title. Here arrangement of entries is alphabetical by author/title.*
- (iii) *Alphabetical Index to the Subject Catalogue: This is an alphabetical arrangement of names of subjects and their related subjects, showing against each entry and the classification numbers. By this file, users can identify the classification numbers of the subject they want materials on and then use the classified file to trace the entries of all books in the subject area of their interest.*

*For example, Education – L*

*Science - Q*

*Mathematics - QA*

*Physics - QC*

*Chemistry - QD*

#### **Advantages of Classified Catalogue**

- (a) *It brings entries of a subject and its related subjects together, as against separating them like dictionary catalogue.*
- (b) *Collection of entries on a subject is systematic, since the classified file arrangement is hierarchical, beginning from the general to the specific subject.*

#### **Disadvantages**

- (a) *It is not easy to use since the classified file is arranged by classification symbols which may not be understood by most users.*
- (b) *It involves the consultation of three files instead of the simple one-file dictionary catalogue*

### **CATALOGUING**

Cataloguing is the process of describing an item of a collection and assigning it a subject. It could also mean the physical description of library and information materials. Cataloguing refers to the description of an information material whereby the bibliographic elements are indicated (title, author, publication date and year, publisher's name place of publication etc.). Cataloguing is the pains taking that is highly technical and professional in nature.

It involves the application of the rules stipulated in the Anglo-American Cataloguing Rules, Second Edition Revised (AACR2R). This material contains rules governing the cataloguing of all types of information materials. It is detailed that every possible problem has been treated defined and illustrated.

It must be bear in mind that, there are other supporting tools to the AACR2R. These tools include classification schemes, subject heading lists, subject dictionaries, bibliographies and ordinary dictionaries etc. it must be stated very clearly that, the library catalogue is a finding tool, it is a directory of the holding of a particular library or bibliographic agency. In fact, it is the power house of any library.

Worldwide, it is acknowledged that information is power; nevertheless, it is strongly believed that information on its own does not control power, but the possibility of the control of the flow of information has forced the opportunity to use information as power.

The place of cataloguing and the cataloguer in the library and information center cannot be undermined. Aje (1980) stressed the importance of the catalogue and its activities to the library, he stated that "there is no doubt that cataloguing constitutes a code of librarianship, it is a fundamental discipline. Cataloguing as a control channel provides orderliness in the library therefore, the role of cataloguers is very crucial in library service development.

## **TYPES OF CATALOGUING**

Cataloguing is divided into two viz:

- (i) *Descriptive cataloguing.*
- (ii) *Subject cataloguing*

### **DESCRIPTIVE CATALOGUING**

Descriptive cataloguing is the phase of cataloguing which is concerned with the identification and description of an item of library material by recording the identifying bibliographic and physical details of the material in the collection in the form of a catalogue entry. According to Edoka (2000) descriptive cataloguing also includes the choice and form of access headings (access point) to the materials catalogued and the making of reference to related headings. The making of an entry is guided by cataloguing rules, e.g. Anglo-American

an Cataloguing Rule, Second Edition Revised (AACR2R).

The application of the rules in the Anglo-American Cataloguing Rule, Second Edition Revised has the advantage of ensuring that a particular library produces bibliographic records which in terms of details and the arrangement is similar to any such record in another library no matter where in the world.

## SUBJECT CATALOGUING

Subject cataloguing this phase of cataloguing is concerned with the assignment of classification numbers and subject headings to the materials of a collection. Both subject numbers and headings are assigned from classification schemes and subject heading lists respectively.

## CATALOGUING RELATED TERMS

Before we go into the main cataloguing, it is worthwhile to get acquainted with some basic terminologies of cataloguing.

- *Catalogue Entry: The record of a material in a catalogue.*
- *Main Entry: The principal entry made for a book, the main entry contains the fullest description which consists of bibliographic and physical details of a book and also the tracings.*
- *Added Entry: A secondary entry made for a book other than main entry.*
- *Tracing: The record of the main entry card of all the additional entries in the catalogue for the work.*
- *Collation: This is the physical description of books, stating the number of volumes, pages, illustrations height e.t.c.*
- *Imprint: The statement which covers the place of publication, publisher and date of publication.*
- *Call number: The notation used to identify and locate a particular work. It consists of the classification number and the author name.*
- *Author: The person or corporate body responsible for the intellectual and artistic content of a work.*

- *Title page: This is usually the verso of the second leaf which gives the title in full, sub-title (if any) author's name in full together with qualification e.t.c edition, publisher's name and address and date of publication.*
- *Title: The name of a work. This is the name by which a work is known*
- *Sub-title: The secondary or explanatory title following the main title. It frequently explains the purpose of the book or shows its limits. It often follows a comma, semi-colon, or 'an' 'a' e.g. Library and Information Science for Africa: An Introductory Text*
- *Edition Area: A statement in a entry indication significant text changes in a work.*
- *Series Note: A note stating the series title to which a book belongs. Not all books belong to series.*
- *ISBN/ISSN: identification marks of a book or serial.*
- *Statement of Responsibility: This comprises the title and the author (s). The title of the book and the author's name is separated by slash (/).*

#### **PROVISION OF ACCESS POINTS (ENTRY HEADING TO LIBRARY MATERIALS)**

*Access point is the root through which a material can be retrieved in the library. There are three main access points or entry headings viz;*

- (i) Author*
- (ii) Title*
- (iii) Subject.*

With very few exceptions library and information materials have three access points which are stated above. In all cases only one of the possible headings can be used as the main entry of a document. The AACR2R enables the librarian to determine which among the possible headings will be the main entry and which will be the added entry.

Generally speaking, an author is defined as a person chiefly responsible for the creation of